

LIST "A"

Proof of Identity Documents

- An original Certificate of U.S. Citizenship (INS Form N-560) with photograph.
- U.S. Birth Certificate: An original or certified copy of a United States-issued birth certificate (U.S. Department of State and U.S. Military birth certificates ARE acceptable. Hospital birth certificates are NOT acceptable).
- An original Certificate of U.S. Naturalization (INS Form 550 or INS Form 570) with photograph.
- An original, valid, current West Virginia driver's license, permit or ID Card, that is expired less than six (6) months with photograph.
- An original, valid, current, unexpired U.S. Military ID Card.
- U.S. Military Retiree Card or Uniform Service Identification Privilege Card (DD 1173) with current photograph.
- An original, valid, current, unexpired or legally extended United States Passport with current photograph.

LIST "B"

Proof of Residency Documents

These documents must show your name and current physical address. As a rule, Post Office Box addresses are NOT accepted as proof of WV residency, except in rural areas where no street address exists, and the Post Office does not deliver mail.

- WV utility bills (not more than 60 days old)
- Tax records with a WV address
- WV mortgage documents, WV homeowner insurance documents for a WV residence or proof of WV home ownership
- WV W-2 form not more than 18 months old
- WV weapons permit
- Current WV Motor Vehicles registration card
- WV voter's registration card
- WV certificate of eligibility (School Enrollment Form) if applicant is under age 18 with the applicant's WV address
- WV Homestead Tax exemption
- Proof of WV Public Assistance
- Residential rental or lease agreement
- WV DMV Affidavit of West Virginia Residency

For additional information contact:
West Virginia Department of Transportation
Division of Motor Vehicles
1-800-642-9066
www.dmv.wv.gov



Got Proof?

***Documents required for
driver's license
applicants who are
United States Citizens***

FIRST TIME APPLICANTS

Applicants who have never held a driver's license or ID card, who are transferring a license from out-of-state, or who have a WV license that has been expired for more than six (6) months are first time applicants.

PROOF OF IDENTITY (*one document required*)

- A certified Birth Certificate or Certificate of United States Citizenship (hospital birth certificates are not acceptable).
- An original, valid, current, unexpired or legally extended United States Passport with current photograph.

PROOF OF SSN (*one document required*)

- Social Security card or one of the following containing the Social Security number:
 - a) Medicare card issued to the applicant.
 - b) Military Identification card issued to the applicant or an original certified copy of the military discharge form DD214.
 - c) W-2 form with the applicant's name, number and Social Security number and the employer's name and identification number (not more than 18 months old).

PROOF OF RESIDENCY (*two documents required*)

- Two proofs of WV physical address from the approved list of residency documents [list "B"].

PLEASE NOTE:

If the applicant is under the age of 18 and is applying for an instruction permit or license, a Driver's Eligibility Form, also known as the School Enrollment Form, is required.

ADDITIONAL DOCUMENTS

- If the applicant's name has changed, an original or certified copy of a marriage certificate,

divorce decree or court order is also required.

- Additional documents may be required if a connection between the documents cannot be established.
- Applicants applying for a West Virginia driver's license that are transferring from another state must submit their valid license. If the driver's license is lost or stolen, a certified driving record (no older than 60 days) from their previous state must be submitted.

DUPLICATE LICENSE

Applicants who have lost their license or ID card, who need to change their address, or who need to change their name or other information on their license or ID card must submit the following documents:

- One (1) proof from the identity document list [List "A"].
- One (1) proof of West Virginia physical address from the approved list of residency documents [List "B"].

If the applicant's name has changed, the original or most recent certified copy of a marriage certificate, divorce decree, or court order is also required. (Additional documents may be required if a connection between the documents cannot be established).

If the applicant's Social Security number is not in the DMV system, the applicant must provide a Social Security Card (non-metal), or other documents acceptable by the Division. If the Social Security number is incorrect, the only item accepted is the Social Security Card.

If the applicant is under the age of 18 and is applying for an instruction permit or license, a Driver's Eligibility Form (School Enrollment Form), good for 30 days, is also required.

The form may be obtained from the applicant's school, or from the applicant's county Board of Education during summer months.

RENEWAL

Applicants who are applying for renewal of their driver's license or ID card must submit the following documents:

- One (1) proof of identity from the documents list [List "A"].
- One (1) proof of a West Virginia physical address from the approved list of residency documents [List "B"].

If the applicant is under the age of 18 and is applying for an instruction permit or license, a valid certificate of eligibility form (School Enrollment Form) is also required.

If the applicant has a CDL, then a valid Department of Transportation long-form physical is also required.

The Division checks every Social Security number with the Social Security Administration (SSA). If your information, such as name, number or date of birth does not match with records of the DMV and the SSA, then you must have the corrected Social Security card before you can be issued a permit, license or identification card. The Social Security card is the only verification document that may be used when name, number or date of birth does not match.

If the applicant's name has changed, the original or most recent certified copy of a marriage certificate, divorce decree or court order is also required. (Additional documents may be required if a connection between the documents cannot be established).